






# CHECKLIST

## Best Practices for Vaccination Clinics Held at Satellite, Temporary, or Off-Site Locations

### OVERVIEW OF THIS DOCUMENT

This checklist is a step-by-step guide to help clinic supervisors overseeing vaccination clinics held at satellite, temporary, or off-site locations follow Centers for Disease Control and Prevention (CDC) and Department of Defense (DoD) guidelines and best practices for vaccine shipment, transport, storage, handling, preparation, administration, and documentation. It should be used in any non-traditional vaccination clinic setting, including but not limited to: workplaces, community centers, schools, makeshift clinics in remote areas, operational environments, aid stations, and even medical facilities when vaccination occurs in the public areas or classrooms. Temporary clinics also include mass vaccination events, and vaccination clinics held during pandemic preparedness exercises. **A clinic supervisor at the site should complete, sign, and date this checklist EACH TIME a vaccination clinic is held.** To meet accountability and quality assurance standards, all signed checklists should be kept on file by your supervisor/HQ element.

### INSTRUCTIONS

1. An Officer-in-Charge (OIC) who will be at the vaccination clinic should be designated as the clinic supervisor. (This individual will be responsible for completing the steps below and will be referred to as “you” in these instructions.)
2. Review this checklist during the planning stage of the vaccination clinic—well in advance of the date(s) when the clinic will be held. This checklist includes sections to be completed before, during, and after the clinic.
3. **Critical guidelines for patient safety and vaccine effectiveness are identified by the stop sign icon: . If “NO” is checked in ONE OR MORE answer boxes that contain a , DO NOT move forward with the clinic. Follow your organization’s protocols and/or contact the Defense Health Agency-Immunization Healthcare Branch (DHA-IHB) for guidance BEFORE proceeding with the clinic. Do not administer any vaccine until you have confirmed that it is acceptable to move forward with the clinic.**
4. Contact the DHA-IHB if you have any concerns about whether vaccine was transported, stored, handled, or administered correctly, concerns about whether patients’ personal information was protected appropriately, or concerns about other responses that you have marked as “NO” on rows that do not have the .
5. This checklist should be used in conjunction with DHA-IHB’s Vaccine Storage and Handling Guide: <https://health.mil/vaccinesguide> and Toolkit: [https://health.mil/Imm\\_Toolkit](https://health.mil/Imm_Toolkit). For information about specific vaccines, consult the vaccine manufacturer’s package insert.
6. This checklist applies ONLY to vaccines stored at REFRIGERATED temperatures (i.e., between 2–8° Celsius or 36–46°Fahrenheit).
7. Sign and date the checklist upon completion of the clinic or completion of your shift (whichever comes first). (If more than one clinic supervisor is responsible for different aspects of the clinic, you should complete only the section(s) for which you were responsible.)
8. Attach the staff sign-in sheet (with shift times and date) to the checklist (or checklists if more than one clinic supervisor is overseeing different shifts), and submit the checklist(s) to your organization to be kept on file for accountability.

Name and credentials of clinic supervisor:

---

Name of facility where clinic was held:

---

Address where clinic was held (street, city, state):

---

Time and date of vaccination clinic shift (the portion you oversaw):

<hr/>	<hr/>
Time (AM/PM)	Date (MM/DD/YYYY)

Time and date when form was completed:

<hr/>	<hr/>
Time (AM/PM)	Date (MM/DD/YYYY)

Signature of clinic supervisor:

---

**BEFORE THE CLINIC (Please complete each item before the clinic starts)**

**VACCINE SHIPMENT**

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Vaccine was shipped directly to the facility/clinic site, where adequate storage is available. <i>(Direct shipment is preferred for cold chain integrity.)</i>

**VACCINE TRANSPORT (IF IT WAS NOT POSSIBLE TO SHIP VACCINES DIRECTLY TO THE FACILITY/CLINIC SITE)**


YES	NO	N.A.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccines were transported using a portable vaccine refrigerator or qualified container and pack-out designed to transport vaccines within the temperature range recommended by the manufacturers (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines). Coolers available at general merchandise stores or coolers used to transport food are NOT ACCEPTABLE. See DHA-IHB's Vaccine Storage and Handling Guide for information on qualified containers and pack-outs: <a href="https://health.mil/vaccineshguide">https://health.mil/vaccineshguide</a> .
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The person transporting the vaccines confirmed that manufacturer instructions for packing configuration and proper conditioning of coolants were followed. Each vaccine container should include a completed Vaccine Inventory Issue/Return Receipt form. <i>(Your qualified container and pack-out should include packing instructions. If not, contact the company or DHA-IHB for guidance.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The person transporting the vaccines confirmed that all vaccines were transported in the passenger compartment of the vehicle (NOT in the vehicle trunk).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Each vaccine storage unit had its own certified and calibrated temperature-monitoring device (TMD), placed directly with the vaccines and used to monitor temperatures during transport. The TMD was traceable to the standards maintained by the National Institute of Standards and Technology (NIST), and had a current and valid Certificate of Calibration Testing (or Report of Calibration).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The amount of vaccine transported was limited to the amount needed for the workday.

**VACCINE STORAGE AND HANDLING (UPON ARRIVAL AT FACILITY/CLINIC)**

YES	NO	N.A.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If vaccines were shipped, the shipment arrived within the appropriate time frame (according to manufacturer or distributor guidelines) and in good condition.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If the vaccine shipment contained a cold chain monitor (e.g., TempTale), it was checked upon arrival at the facility/clinic, and there was no indication of a temperature excursion (i.e., out-of-range temperature) during transit. A cold chain monitor may not be included when vaccines are shipped directly from the Prime Vendor. <i>Note: Follow instruction sheet with vaccine shipment for reading and/or returning TempTale monitors.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upon arrival at the facility/clinic (either by shipment or transport), vaccines were immediately unpacked and placed in proper storage equipment (i.e., a portable vaccine refrigerator or qualified container and pack-out specifically designed and tested to maintain the manufacturer-recommended temperature range). <i>Follow the guidance for unpacking and storing vaccines specified in DHA-IHB's Vaccine Storage and Handling Guide: <a href="https://health.mil/vaccineshguide">https://health.mil/vaccineshguide</a>.</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upon arrival at the facility/clinic, vaccines were still within the manufacturer-recommended temperature range (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Upon arrival at the facility/clinic, vaccines remained protected from light (per manufacturer's package insert) until ready for use at the vaccination clinic.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Upon arrival at the facility/clinic, expiration dates of vaccines and any medical equipment (syringes, needles, alcohol wipes) being used were checked, and they had not expired.

**CLINIC PREPARATION AND SUPPLIES**

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A contingency plan is in place in case vaccines need to be replaced. The plan addresses scenarios for vaccine compromised before arrival at the clinic and for vaccine compromised during clinic hours.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	An emergency medical kit (including epinephrine and equipment for maintaining an airway) is at the site for the duration of the clinic. See paragraph 2-9 of the Joint Regulation (Army Regulation 40–562; BUMEDINST 6230.15B; AFI 48–110_IP; CG COMDTINST M6230.4G - <i>Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases</i> ).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	All on-site vaccination staff are certified in cardiopulmonary resuscitation (CPR), are familiar with the signs and symptoms of anaphylaxis, and know the location of epinephrine and are trained in its indications and use. DHA-IHB strongly suggests having a current Standing Order for anaphylaxis management available, which has been reviewed and discussed with all staff prior to the event.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There is a designated area at the site for management of patients with urgent medical problems (e.g., fainting).
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Adequate infection control supplies are provided, including biohazard containers and supplies for hand hygiene. If administering injectable vaccines, gloves, adhesive bandages, individually packaged sterile alcohol wipes, and a sufficient number of sterile needles, syringes, and sharps containers are provided.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Needles in a variety of lengths are available to optimize injection based on the prescribed route/technique and patient size.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable accommodations (e.g., privacy screens) are available for patient privacy during vaccination.

- » If you check “NO” in ONE OR MORE answer boxes that contain a , **DO NOT move forward with the clinic.**
  - Follow your organization’s protocols and/or contact your DoD Public Health Department or DHA-IHB for guidance *before* proceeding with the clinic.
  - Do not administer any vaccine until you have confirmed that it is acceptable to move forward with the clinic.

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff members administering vaccines have reviewed vaccine manufacturer instructions for administration and have completed vaccine-specific competency training PRIOR to the event.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If using a standing order protocol, the protocol is current and available at the clinic/facility site. (See DHA-IHB website for examples.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A sufficient number of vaccine information statements (VISs) for each vaccine being offered are available at the clinic/facility site (as required by Federal law).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A sufficient number of screening forms are available at the clinic/facility site (see DHA-IHB website for examples). The screening forms are vaccine and patient-specific, as needed (e.g., routine or readiness, adult or pediatric, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A designated clean area for vaccine preparation has been identified and set up prior to the clinic, separate from the immediate administration area and away from potentially contaminated items. Location physical space dictates placement (e.g., a separate table versus a separate room).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A qualified individual has been designated to oversee infection control at the clinic.

**DURING THE CLINIC (Please complete each item while the clinic is occurring, and review at the end of your shift)**

**VACCINE STORAGE AND HANDLING (AT FACILITY/CLINIC)**


YES	NO	N.A.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccines are being kept in proper storage equipment that maintains the manufacturer-recommended temperature range (i.e., a portable vaccine refrigerator or qualified container and pack-out specifically designed and tested to maintain correct temperatures when opened and closed during the clinic).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccine temperature is being monitored during the clinic using a certified and calibrated digital data logger or temperature-monitoring device placed directly with vaccines. Follow the temperature monitoring guidance specified in DHA-IHB's Vaccine Storage and Handling Guide: <a href="https://health.mil/vaccinesguide">https://health.mil/vaccinesguide</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If vaccines are being stored in a medical-grade refrigerator at the site, vaccine temperature data are being reviewed and documented a minimum of 2 times during each clinic workday (preferably at the beginning and middle of an 8-hour shift) to ensure they remain at correct temperatures (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If vaccines cannot be stored in a medical-grade refrigerator, they are being kept in the portable vaccine refrigerator or qualified pack-out with a digital data logger or temperature-monitoring device placed as closely as possible to the vaccines, and temperatures are being read and recorded at least once an hour. The container is being kept closed/sealed as much as possible.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are being protected from light during the vaccination clinic per the manufacturer's package insert.

**VACCINE PREPARATION**


YES	NO	N.A.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Expiration dates of vaccines (and diluents, if applicable) are being checked again during preparation, and only vaccines that have not expired are being administered. (Of note: If you are using multidose vials, be sure to review beyond use dates, along with manufacturer expiration dates.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are being prepared in a designated clean area, away from immediate administration areas and potentially contaminated items.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If using reconstituted vaccines, they are being prepared according to the manufacturer's guidelines.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are being prepared at the time of administration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If vaccines are predrawn from a multidose vial, <b>only the contents of 1 multidose vial are being drawn up at one time by each staff member administering vaccines (the maximum number of doses per vial is described in the package insert).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If using single-dose or multidose vials, syringes are being labeled with the name of the vaccine and date/time of draw.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Once drawn up, vaccines are being kept in the recommended temperature range. Questions about specific time limits for being out of the recommended temperature range should be referred to your Immunization Healthcare Specialist (IHS) and/or DHA-IHB via the <b>PC-TSMP process</b> at <a href="https://health.mil/coldchain">https://health.mil/coldchain</a>

**VACCINE ADMINISTRATION**

YES	NO	N.A.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vaccine information statements (VISs) are being provided to every patient or parent/guardian before vaccination (as required by Federal law). Although laminated copies, posters, and digital versions of VISs may also be used, hard-copy handouts are available for those patients who would like to take one home.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	All patients are being screened for contraindications and precautions for the specific vaccine(s) in use before receiving that vaccine(s).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is using proper hygiene techniques to clean hands before vaccine administration, between patients, and anytime hands become soiled. For additional guidance, see <a href="http://www.cdc.gov/handhygiene/providers/index.html">www.cdc.gov/handhygiene/providers/index.html</a> .

- » If you check "NO" in ONE OR MORE answer boxes that contain a , **DO NOT move forward with the clinic.**
  - Follow your organization's protocols and/or contact your DoD Public Health Department or DHA-IHB for guidance before proceeding with the clinic.
  - Do not administer any vaccine until you have confirmed that it is acceptable to move forward with the clinic.

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If gloves are being worn by staff administering vaccines, they are being changed and hands are being cleaned using proper hygiene techniques before and between each patient.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is triple-checking labels, contents, and expiration dates or beyond use dates (as noted in the manufacturer's package insert, if applicable) before administering vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are normal in appearance (i.e., not discolored, without precipitate, and easily resuspended when shaken).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each staff member is administering only the vaccines they have prepared.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If more than one vaccine type is being administered, separate preparation stations are set up for each vaccine type to prevent medication errors.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are being administered using aseptic technique.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is administering vaccine to the correct patient (e.g., if a parent/guardian and child or siblings are at the vaccination station at the same time, each patient's name and date of birth are verified prior to their individual vaccination).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is administering vaccines using the correct route per manufacturer instructions.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is administering the correct dosage (volume) of vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff has checked age indications for the vaccines and is administering vaccines to the correct age groups.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For vaccines requiring more than 1 dose, staff is administering the current dose at the correct interval, if applicable. <i>Follow the recommended guidelines in Table 3-1 of the "General Best Practice Guidelines on Immunization" at <a href="https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html#t-01">https://www.cdc.gov/vaccines/hcp/acip-recs/general-recs/timing.html#t-01</a>.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If vaccine administration errors are observed, corrective action is being taken and incident is immediately reported to the clinic supervisor.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any persons with a needlestick injury, a vaccine administration error, or an urgent medical problem are being evaluated immediately by a licensed provider, and referred for additional medical care if needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patients are being instructed/encouraged to stay at the clinic for 15 minutes after vaccination to be monitored for adverse events.
<b>ADMINISTRATION OF INJECTABLE VACCINES: <i>In this section, N.A. is ONLY an option if the clinic is EXCLUSIVELY using non-injectable vaccines, such as live, attenuated influenza vaccine (LAIV)</i></b>			
YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>A new needle AND new syringe are being used for each injection. (Needles and syringes are NEVER used to administer vaccine to more than one person.)</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Single-dose vials or manufacturer-filled syringes are being used for only one patient.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are being administered following safe injection practices.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Seats are provided so staff and patients are at the same level for optimal positioning of anatomic site and injection angle to ensure correct vaccine administration.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is identifying injection site correctly. (For intramuscular route: deltoid muscle of arm [preferred] or vastus lateralis muscle of anterolateral thigh for adults, adolescents, and children aged ≥3 years; vastus lateralis muscle of anterolateral thigh [preferred] or deltoid muscle of arm for children aged 1–2 years; vastus lateralis muscle of anterolateral thigh for infants aged ≤12 months. For subcutaneous route: thigh for infants aged <12 months; upper outer triceps of arm for children aged ≥1 year and adults [can be used for infants if necessary].)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff is inserting needles quickly at the appropriate angle: 90° for intramuscular injections (e.g., most inactivated vaccines such as influenza, typhoid, etc.) or 45° for subcutaneous injections (e.g., live vaccines such as MMR, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Multidose vials are being used only for the number of doses approved by the manufacturer.

- » If you check "NO" in ONE OR MORE answer boxes that contain a , **DO NOT move forward with the clinic.**
  - Follow your organization's protocols and/or contact your DoD Public Health Department or DHA-IHB for guidance *before* proceeding with the clinic.
  - Do not administer any vaccine until you have confirmed that it is acceptable to move forward with the clinic.

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vaccines are never being transferred from one syringe to another.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Used needles and syringes are being immediately placed in a sharps container following administration. Needles are NOT being recapped.

**VACCINE DOCUMENTATION**

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Each vaccination is being fully documented with name of person vaccinated; vaccination date; vaccine type, lot number, manufacturer; patient receipt of vaccine information statement (VIS), including edition date and date VIS was provided; injection site; vaccination route; dosage; and name, title, and unit/location address of person who administered the vaccine.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Documentation is being completed in the patient's service-specific Immunization Tracking System (ITS) (e.g., MEDPROS, ASIMS, MRRS, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patients are given documentation of vaccines received for their personal records and to share with their medical providers.



**AFTER THE CLINIC (Please complete each item after the clinic is over)**

**POST-CLINIC ACTIONS**

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temperature of remaining vaccine is checked and recorded at the end of clinic. If not still at manufacturer-recommended temperature (i.e., between 2–8° Celsius or 36–46° Fahrenheit for ALL refrigerated vaccines), follow your organization's protocols and/or contact DHA-IHB for guidance. The Vaccine Inventory Issue/Return Receipt form is updated with the type/amount of remaining viable vaccine for turn-in.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any remaining vaccine in provider-predrawn syringes, opened multidose vials, or activated manufacturer-filled syringes (MFSs) is properly discarded. <i>An MFS is activated when the sterile seal is broken (i.e., cap removed from needle or needle added to the syringe). If absolutely necessary, a partially used multidose vial may be transported to or from an off-site/satellite facility operated by the same provider, as long as the cold chain is properly maintained, the vaccine is normal in appearance, and the maximum number of doses per vial indicated by the manufacturer has not already been withdrawn, or the beyond use date indicated by the manufacturer has not been met. However, a partially used vial cannot be transferred from one provider to another, across state lines, or returned to the supplier for credit.</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Viable, unused vaccine is placed back in proper storage equipment that maintains the manufacturer-recommended temperature range at the end of the clinic day, and was not stored in a dormitory-style or bar-style combined refrigerator/freezer unit under any circumstances.</b> (This includes vaccine transported for a multi-day clinic to a remote location where adequate storage at the site is not available.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any needlestick injuries were reported to the clinic supervisor and appropriate entities (e.g., Public Health/Preventive Medicine), and the injured person was sent for appropriate care (e.g., Emergency Department).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any vaccine administration errors were reported to all appropriate entities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All biohazardous material is disposed of properly.

**POST-CLINIC DOCUMENTATION**

YES	NO	N.A.	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All vaccinations were recorded in the service-specific ITS (and Electronic Medical Record, as applicable).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Any adverse events were reported to the Vaccine Adverse Event Reporting System (VAERS): <a href="http://vaers.hhs.gov/index">http://vaers.hhs.gov/index</a> .
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All patient medical information was placed in secured storage locations for privacy protection in accordance with Public Law 104-191, "Health Insurance Portability and Accountability Act of 1996" (HIPAA).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The staff sign-in sheet is attached to this document (with shift times, clinic location, and date).

- » If you check "NO" in ONE OR MORE answer boxes that contain a , **DO NOT move forward with the clinic.**
  - Follow your organization's protocols and/or contact your DoD Public Health Department or DHA-IHB for guidance *before* proceeding with the clinic.
  - Do not administer any vaccine until you have confirmed that it is acceptable to move forward with the clinic.
- » If you check "NO" in ONE OR MORE answer boxes that contain a  in the "After The Clinic" section, contact your DoD Public Health Department or DHA-IHB for guidance.

## ADDITIONAL INFORMATION AND RESOURCES

If you are concerned that CDC/ACIP guidelines were not followed during your vaccination clinic held at a satellite, temporary, or off-site location, contact your organization and/or DHA-IHB for further guidance.

### » REGULATIONS AND POLICIES:

- The Joint Regulation (Army Regulation 40–562; BUMEDINST 6230.15B; AFI 48–110\_IP; CG COMDTINST M6230.4G - *Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases*) <http://www.health.mil/JointImmRegulation>
- The 8 Standards for Military Immunization - <https://health.mil/immunizationstandards>
- Vaccine Recommendations by AOR - <https://health.mil/CCMDvaccines>
- Standing Orders - <https://health.mil/standingorders>
- The Defense Health Agency-Immunization Healthcare Branch home page - <https://health.mil/vaccines>
- ASIP - <https://health.mil/ASIP>

### » VACCINE INFORMATION/EDUCATION

- Vaccine Information Statements (VISs) - <https://health.mil/VIS>
- Manufacturer's product information/package inserts - <https://health.mil/packageinserts>
- Information Papers - <https://health.mil/vaccineinfopapers>

### » VACCINE STORAGE, HANDLING, AND ADMINISTRATION:

- Vaccine storage and handling:
  - CDC Toolkit - <https://www.cdc.gov/vaccines/hcp/admin/storage/toolkit/storage-handling-toolkit.pdf>
  - DHA-IHB Vaccine Storage and Handling Guide - <https://health.mil/vaccineshguide>
  - DHA-IHB Immunization Toolkit - [https://health.mil/Imm\\_Toolkit](https://health.mil/Imm_Toolkit)
- Cold Chain Management:
  - DHA-IHB - <https://health.mil/coldchain>
  - USAMMA - <https://www.usamma.army.mil/Pages/DOC-CCM.aspx>
- Vaccine administration:
  - ACIP guidelines - <https://health.mil/ACIPguidelines>
  - <https://www.cdc.gov/vaccines/hcp/admin/admin-protocols.html>
  - <https://www.cdc.gov/vaccines/pubs/pinkbook/index.html>
  - <https://www.cdc.gov/vaccines/hcp/admin/resource-library.html>

### » SCREENING/RECORDKEEPING:

- Screening form - <http://www.immunize.org/catg.d/p4065.pdf>
- Immunization Tracking Systems Resources - <https://health.mil/ITS>

### » TRAINING:

- Competency Checklist (Adult) - <https://health.mil/adultcompetency>
- Competency Checklist (Pediatrics) - <https://health.mil/pediatriccompetency>
- JKO Immunization training - <https://health.mil/IHBonlinetraining>

### » SAFETY/ADVERSE EVENTS:

- <https://www.cdc.gov/injectionsafety/providers.html>
- <https://health.mil/vaccinesafety>
- Medical management of vaccine reactions in adults - <http://www.immunize.org/catg.d/p3082.pdf>
- Reporting an adverse event: VAERS - <http://vaers.hhs.gov>

### » SMALLPOX RESOURCES:

- <https://health.mil/smallpoxresourcecenter>

This checklist is a valuable resource for use in temporary mass vaccination clinics and other vaccination exercises, such as those conducted in an operational environment or aid stations as part of force health protection or public health emergency preparedness (PHEP) program activities.

Medical waste disposal is regulated by DoD and state environmental agencies. Contact your installation or state immunization program/environmental agency to ensure that your disposal procedures comply with state and federal regulations.